

# Email Users Group Meeting Minutes

Project Name EUG Meeting	Project Ref. No. Monthly	Prepared By (print) Lori Boak	Preparer's Initials LB
Customer EUG Members	Contact Lori Boak	Contact's Phone 2-1422	Date Prepared 4/18/08

## Meeting Information

Date 4/18/08	Start Time 1:30pm	End Time 2:30pm	Location ADOA 203
Meeting Purpose Monthly EUG Meeting			
Called By Lori Boak	Phone 2-1422	Fax 2-4272	E-mail <a href="mailto:lori.boak@azdoa.gov">lori.boak@azdoa.gov</a>
Sponsored By	Phone	Fax	E-mail

Agenda Items	Presenter	Time
Governor's Email Communication Process	Lori Boak	
Email Migration Status – POP	Lori Boak	
Discussion: Goals & Objectives	All	
Future Presentation Topics	All	
Other Issues	All	

## Action Items:

AR #	Description	Owner	Due Date
	Develop a list of Goals and Objectives for EUG	All	May Mtg
	Are Universities included in EUG process	Lori Boak/Gail Ulan	May Mtg
	CIO Council Briefing on updating HRIS	Lori Boak	May Mtg
	Presentation on how other states are addressing email	Sherri Eshkibok	May Mtg
	Presentation on HRIS Updates to EUG	Jodi Piper	May Mtg
	Review Proposed Email Process	Gail Ulan	May Mtg
	Email Administrators Contact List	Matt DeClue	May Mtg

## Minutes:

In addition to the Action Items identified above, the following items were discussed:

- The DRAFTed proposal on the Governor's Email Communication Process will be forwarded to Gail Ulan for review. Any questions will be brought back to the group, either by Gail or ISD, for clarification.
- The group needs more clarification around the intent of the EUG. The group was asked to identify goals and objectives to be addressed and to come to the May meeting prepared to discuss. There seems to be a disconnect between items identified in the initial meeting of stakeholders and what the attendees believe should be the focus of the group. Please come to the May meeting prepared to discuss.
- AZ State Library, Archives and Public Records has provided links to websites that provide clarification about email handling and records retention requirements:

The e-mail schedule:

<http://www.lib.az.us/records/pdf/All%20State%20Agencies%20and%20Political%20subsystems%20e-mail%20retention%20schedule%203-15-2006.pdf>

Standards and Guidelines for Email:

[http://www.lib.az.us/records/Standards\\_and\\_Guidelines](http://www.lib.az.us/records/Standards_and_Guidelines).

- One of the key issues surrounding email is the security of the system(s). Each state entity is using a different security model. This causes problems when trying to communicate between the groups. Some of the items that need to be addressed are:
  - o Encryption
  - o Reverse Look-ups
  - o Data Leakage
  - o SPAM
  - o Virus Protection
  - o Black/Grey/Whitelisting

Please be prepared to discuss at the May meeting.

- The next meeting of the Email Users Group will be held on May 20, 2008. We will be meeting from 1:30-2:30 at ADOA (100 N. 15<sup>th</sup> Ave), Conference Room 400A. The agenda will be as follows:
  - o HRIS Discussion – Jodi Piper, ADOA/HR
  - o Security Presentation – Kristy Westphal, DES/DTS
  - o Email Migration Status – Lori Boak, ADOA/ISD
  - o Discussion of Goals for the group – All
- Please feel free to forward any feedback regarding these minutes to [Lori.boak@azdoa.gov](mailto:Lori.boak@azdoa.gov) or call at (602)542-1422.